

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

LAKE SUPERIOR PROGRAM COORDINATOR

One (1) full-time, non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Minimum of two (2) Original Writing Examples (reports, publications, technical memorandum, etc.)
- ☐ College Transcripts
- ☐ Copy of valid, unrestricted Michigan driver's license
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI DHHS
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: February 23, 2016

Closing Date: March 8, 2016 at 4:00pm or Until Filled

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

LAKE SUPERIOR PROGRAM COORDINATOR

One (1) Full-time, Non-Exempt Position,
Year-to-Year dependent on grant funding

LOCATION:

KBIC Natural Resources Department
(Located 7 miles north of L'Anse on Pequaming Road)

SUPERVISORY CONTROL:

Natural Resources Director

SALARY:

Grade 8 (minimum starting wage - \$15.21/hour)

QUALIFICATIONS:

- Bachelor's Degree in Environmental Science or a discipline related to the listed duties and responsibilities.
- **OR**
Associate's Degree in Environmental Science or a discipline related to the listed duties and responsibilities **AND** two (2) years work experience in a position that included performing the listed duties and responsibilities.
- Must have prior grant writing experience.
- Demonstrated knowledge of Lake Superior ecosystem functions and threats and familiarity with the Great Lakes Water Quality Agreement.
- Familiar with the Lake Superior Lakewide Action and Management Plan (LAMP) process.
- Be in good physical condition and able to complete physical work.
- Must have excellent written communication skills and provide a minimum of two (2) original writing examples. Examples can include reports, publications, technical memorandum, or similar materials.
- Must have good verbal communication and presentation skills.
- Possess a valid, unrestricted Michigan driver license; reliable vehicle; vehicle insurance; good driving record; and be willing to travel at least 50 miles three days per week, as necessary.
- Must be willing and able to travel out of town regularly for overnight stays at state, regional, and national conferences and meetings.
- Must be willing to conduct fieldwork in a variety of environmental conditions.
- Must have demonstrated experience and familiarity with computer software that includes Microsoft Office programs. Arc GIS experience preferred.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Shall complete training for this position as directed and when such training is available. Training and travel will include travel out of town and overnight stays.
2. Shall be required to travel to Lake Superior Partnership, Superior Workgroup, and subcommittee meetings and associated conferences on a regular basis.
3. Works effectively and maintains disciplined and professional work ethic both with minimal supervision and in a team environment.
4. Develops and maintains respectful and good working relations with other Department and Government staff, government agencies and organizations.
5. Uses and is proficient in various computer software including spreadsheets, databases, graphics, word processing and other computer programs required to accomplish duties as assigned.
6. Maintains strict confidentiality regarding KBIC, Department, and staff related information and issues.
7. Assists with planning, coordinating, and reporting as directed.
8. Shall be responsible for various administrative tasks such as vehicle logs, travel reports, monthly reports, program inventory, maintaining daily work log, and other similar duties.
9. Shall participate in Superior Workgroup activities and communicate Workgroup activities regularly to Natural Resource Department and KBIC Government Staff.
10. Shall participate in development and implementation of ecosystem goals related to Lake Superior basin habitat and wildlife or similar forums as assigned.
11. Shall assist KBIC with participation in the implementation of the zero discharge demonstration program for Lake Superior and communicate information to appropriate agencies on successful implementation.
12. Shall assist the Department with outreach and education to the local community regarding the LAMP and the value of efforts to restore, protect, and enhance the Lake Superior ecosystem. Outreach and education will include participation in KBIC events (booths and presentations), educational brochures, articles in the KBIC newsletter, coordinating press releases and article preparation, and other such activities.
13. Shall be responsible for coordinating completion of an annual Department report highlighting accomplishments related to restoration, protection, and enhancement of the Lake Superior ecosystem and environment.
14. Shall assist KBIC with development of a climate change action plan.
15. Shall assist KBIC with participation in activities relating to the Great Lakes Water Quality Agreement, Lake Superior Partnership, Superior Work Group, and the Great Lakes Restoration Initiative.
16. Shall assist with coordination and implementation of events related to the Lake Superior LAMP such as Lake Superior Day events, Hazardous Waste Collection Events, Annual Environmental Forum, and other similar activities.
17. Shall assist with project planning and assist with identifying sources of funding and technical assistance to help KBIC implement various aspects of the LAMP.
18. Shall assist with contractor and consultant solicitations, management, and oversight as necessary.
19. Develop grant proposals to ensure continued funding for the position.
20. Shall ensure proper management of grants and Tribal Council funds necessary to implement program activities. Additionally the Specialist shall establish and maintain grant files, and be responsible for tracking grant budgets as directed.
21. Shall complete other duties related to biological and/or environmental services and activities on or near the Reservation, as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: February 23, 2016

Closing Date: March 8, 2016 at 4:00pm or Until Filled

Name: _____

POSITION: **Lake Superior Program Coordinator**

Please list your specific experience and knowledge in regards to the following qualifications:

Bachelor's Degree in Environmental Science or related discipline OR Associate's Degree in Environmental Science or a discipline related to the listed duties and responsibilities **AND** two (2) years work experience in a position that included performing the listed duties and responsibilities.

Must have prior grant writing experience.

Demonstrated knowledge of Lake Superior ecosystem functions and threats and familiarity with the Great Lakes Water Quality Agreement.

Familiar with the Lake Superior Lakewide Action and Management Plan (LAMP) process.

Be in good physical condition and able to complete physical work.

Must have excellent written communication skills and provide a minimum of two (2) original writing examples.

Must have good verbal communication and presentation skills.

Possess a valid, unrestricted Michigan driver's license; a good driving record; and be insurable to operate fleet vehicles. Must be willing to travel at least 50 miles three days per week, as necessary.

Must be willing and able to travel out of town regularly for overnight stays at state, regional, and national conferences and meetings.

Must be willing to conduct fieldwork in a variety of environmental conditions.

Must have demonstrated experience and familiarity with computer software that includes Microsoft Office programs. Arc GIS experience preferred.
